

Session duration:

1

Time into session:

## Motivating for High Performance

Creating a motivational environment

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### Key

**Scripted key points to be covered**

*Specific directions to facilitator*

**EXERCISE** – activity for participants

>>> = click to animate or advance

### *Before the session*

*Review the materials (slides, animations, notes, exercises, workbooks)*

*Understand the objectives – what is the training meant to address?*

*Practice the session at least once*

*Know your equipment – projector, laptop, remote mouse, webinar tool, and conference call system*

### *Day of the session*

*Arrive early to set up room and/or web tool, test systems, etc.*

*Display presentation on screen before participants begin arriving*

### *Starting the session*

*Start on time (or as close as possible)*

*Welcome participants to the workshop*

*Introduce self with name and title*

*Optional: conduct an icebreaker and/or introduction of participants*

*Address any housekeeping issues (such as participation expectations, questions, and phone etiquette if a webinar)*

### *During the session*

*Manage your time and the participants during the session*

*Involve participants – ask for volunteers or call on people*

*If a webinar, use the system tools (annotation device, surveys, etc.)*

*Maintain a 'Parking Lot' for topics you aren't able to cover*

### *Ending the session*

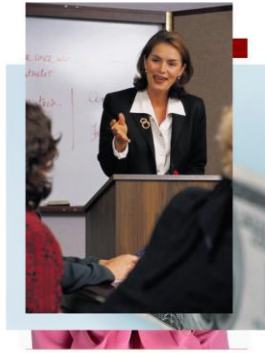
*End on time*

*Offer to stay longer to answer questions*

*Follow up with additional information and feedback quickly*

## Truth or Myth

- I can personally motivate people
- Money is a good motivator
- Fear is a good motivator
- What motivates me motivates others



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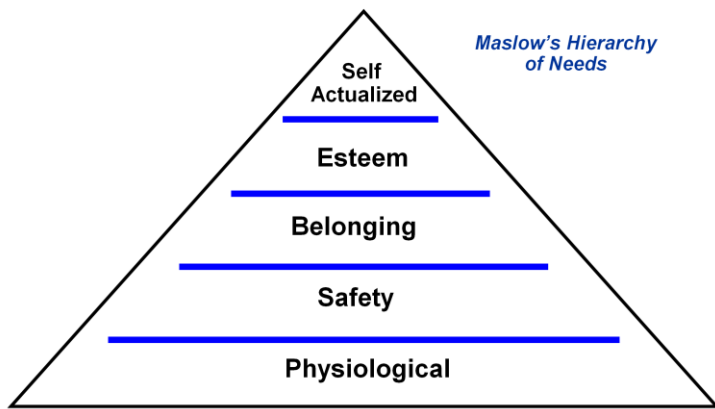
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**Maslow's hierarchy has been around since the early 60s and is the basis for creating a motivational environment. It consists of five levels starting at the bottom of the pyramid.**

>>>

- **Physiological – physical well-being is the foundation of Maslow's hierarchy. Employees are going to be less motivated if their environment doesn't meet their physical needs.**  
>>>
- **Safety – feeling safe in your environment allows you to focus on doing your job well. Safety includes a safe work environment as well as job security.** >>>
- **Belonging – being accepted by coworkers and managers makes going to work enjoyable. Creating an environment that is welcoming helps motivate employees to do their best.** >>>
- **Esteem – being recognized for doing the job correctly is key to improving quality and production. Esteem includes receiving feedback and becoming more involved in the process** >>>
- **Self-actualization – this is the point where a person realizes that his/her development process has reached a high level. The employee feels trusted and empowered, in control of the job and future.** >>>

**What do you do to meet these needs?**

**Now that we have the foundation and some suggestions for best meeting the needs of employees in these areas, let's look at three keys improving your environment.**

What are some expectations you have?



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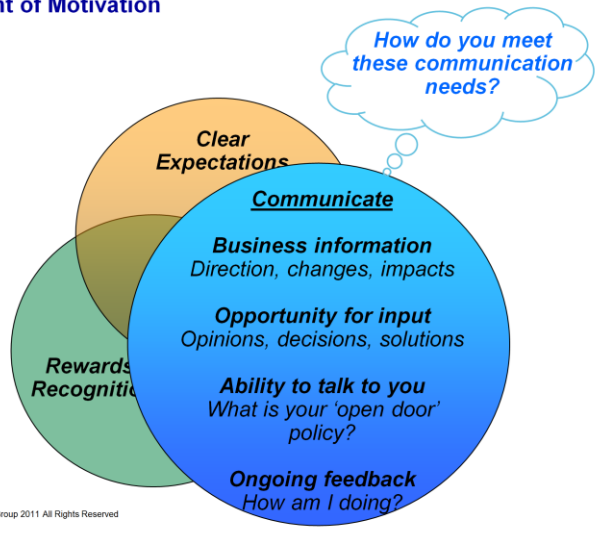
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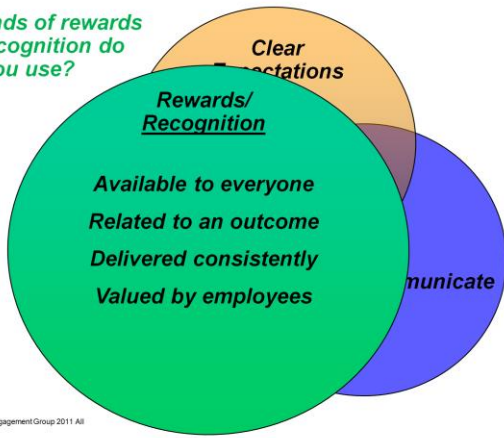
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**The next key to an environment of motivation is communication. Here are four key areas that must be in your communication plan to be successful.**

- **Business information** – how is the business doing – big wins and losses. What changes are coming? How are employees, teams, departments, etc. impacted?
- **Opportunity for input** – team members must feel comfortable to give their opinions, be part of decisions, and offer solutions. This is a great opportunity for coaching and helping them to make better decisions and suggestions
- **Ability to talk to you** – an open door policy is only as good as how much the door is open. It must also value your time as a manager.
- **Ongoing feedback** – provide feedback on an ongoing basis to let individuals know how they're doing, both corrective and reinforcing. >>>

**How do you meet these communication needs? *Discuss answers.* >>>**

What kinds of rewards and recognition do you use?



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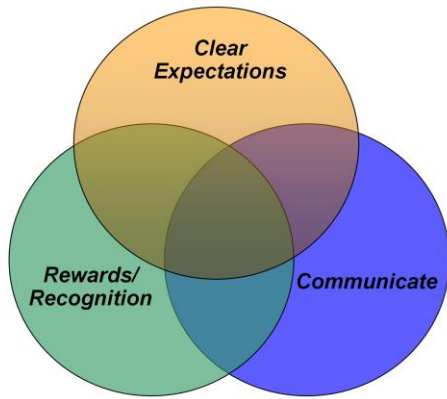
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**That covers the 3 keys to establishing a motivational environment. >>>**

## What Motivates You to:

- Get up in the morning?
- Do chores around the house?
- Volunteer (at a school or charity)?
- Do a good job at work?
- Exercise?



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**Now let's talk about some individual motivators.**

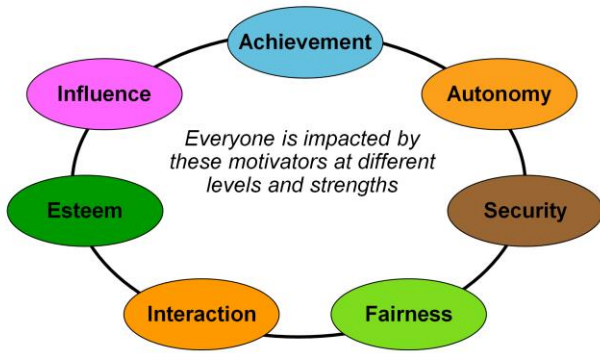
**What motivates you to:** *Read list* >>>

**Let's take money off the table. We've already seen money can motivate for a short time but in the absence of ongoing raises and bonuses, how can we best motivate?**

>>>



## Seven Motivators



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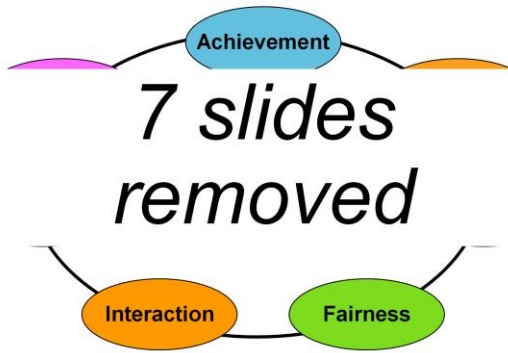
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**EXERCISE** – activity for participants

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We'll start with these 7 motivators that >>> everyone is impacted by but at different levels. Let's go through them one at a time. You will (have) receive a list of these with definitions so no need to take detailed notes. >>>



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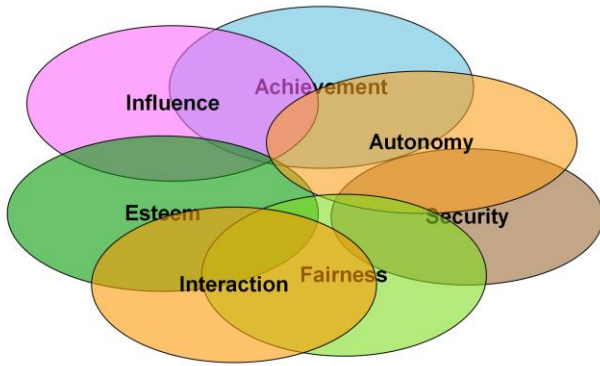
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## Seven Motivators



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**Remember we are all motivated in some part by these motivators. Some motivate us more than others.**

## Exercise – Your Motivators

A spiral-bound notebook page with a scale for ranking motivators. The scale is numbered 1 to 7, with 'Most motivating' at the top and 'Least motivating' at the bottom. The page is lined and has a spiral binding on the left side.

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## EXERCISE

**On a sheet of paper, or your motivation workbook, rate each motivation on a scale of 1-7, 1 being most motivating to you and 7 being least motivating. This is a forced ranking – you can only use each number once.**

**Here are the seven motivators >>> Give one minute to allow participants to rank selves.**

*Ask for a volunteer to discuss #1 and 2. Discuss results. Continue until ready to move on. >>>*

## Keys to self motivation

- Know your key motivator(s)
- Find a support system
- Use humor
- Reward yourself
- Organize your workspace

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Questions?

**Key**

**Scripted key points to be covered**

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*Ask for and answer questions.*

Session duration:

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Time into session:

Thank You

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*Thank the participants.*